



Lamar University – M.Ed. in Educational Technology Leadership

Field-based Activities Monthly Report: Log

Instructions: Enter the total number of internship hours that you had worked at the start of the month in the upper right cell. Remember that you must log a **minimum of 100 hours** of field-based experience. For each month, enter a brief description of your internship activities for that week in the top row. Enter the ISTE Technology Facilitation standard(s) and Indicator in the second row. Use the third row for each week to report meetings and communications that you had with your site mentor. (Meetings with parents, administrators and/or coworkers that are related to your project work should be noted in the activities row for the day.) Enter the hours you worked for each week at the end of the row. Total the month's hours, then enter the total number of internship hours that you have worked as of the end of the month. There needs to be a minimum of 33 Campus- or District Supervised Activities that encompasses the 33 ISTE Technology Performance Indicators and eight Technology Facilitation Standards.

Date: <u>March 26, 2011</u>		Total Internship hours at the start of the month:	168
Week	Functions	Description	Hrs
1	Week's Activities	<p>Serve as Technology Integration mentor (TIM) with content integration and teacher support. (3 Hours)</p> <p>Support, develop, facilitate, and use Web 2.0 technologies in order to provide mentoring and integration of technology on our campus. Research, identify, model, and apply concepts and methods to integrate technology into Core Curriculum. (3 Hours)</p> <p>Recommend appropriate technology resources to promote safe and healthy use of technology. This will be accomplished via email, class website, professional development, and upon teacher request. (1 hour)</p>	7
	Standard/Indicator	TF II.E, TF II.F, TF-VI.D	
	Communication with Site Mentor	Email, Face-to-Face, and Phone	
2	Week's Activities	<p>Provide job-embedded training and provide on-going, in-class support to teachers. (6 Hours)</p> <p>Build, promote, and implement technology alliances and partnerships using ICore, Reasoning Minds, Smart Technologies, EInstruction, and Rosetta Stone. (2 Hours)</p> <p>Use resources from the District & Region 10 to support ongoing professional growth related to technology. (3 Hours)</p>	15

		Attend training on TELPAS/RPTE. Prepare computers, teachers, and students for online TELPAS/RPTE testing and administer the test. (4 Hours)	
	Standard/Indicator	TF III.C, TF-VIII.C, TF V.A, TF-VII.A	
	Communication with Site Mentor	Face-to-Face and Email	
3	Week's Activities	N/A Spring Break	N/A
	Standard/Indicator		
	Communication with Site Mentor		
4	Week's Activities	Technology Integration Mentor: Support, develop, facilitate, and use Web 2.0 technologies in order to provide mentoring and integration of technology on our campus. Research, identify, model, and apply concepts and methods to integrate technology into Core Curriculum. Discuss, evaluate, and integrate 21st Century teaching methods and technologies. Assist students and teachers with technologies. Participate in and facilitate continued professional development. Collaborate with students, staff, district, and community on technology integration and related issues to technology. (7 Hours) Prepare computers, teachers, and students for online TELPAS/RPTE testing and administer the test. (8 Hours) Meet regularly to discuss research-based decision-making, appropriate projects and goals. Implement projects to improve classroom & campus technology integration. (2 Hours)	17
	Standard/Indicator	TF VI.C, TF VII.A, TF-VII.B	
	Communication with Site Mentor	Face-to-Face and Email	
5	Week's Activities	Recommend appropriate technology resources to promote safe and healthy use of technology. This will be accomplished via email, class website, professional development, and upon teacher request. (2 Hours) Create staff and parent email groups in order to communicate with parents and staff. Send out weekly emails to parents and staff. (1 Hour) Design and create a digital instructional units for	

		<p>students. Units will teach about copyrights, CyberBullying, and how to appropriately communicate in digital environments. <i>On the Spot</i> videos will also be created to reinforce Core Curriculum. (3 Hours)</p> <p>Examine and apply the results of a research project that includes evaluating the use of a specific technology. (2 Hours)</p>	
	Standard/Indicator	TF-VI.D, TF-VI.A, TF-V.C, TF-IV.C	
	Communication with Site Mentor		
Hours worked this month:			47
Total Internship hours to date including this month:			215